



## Course Substitution(s) and/or Waiver(s) Information

**Course waivers** refer to degree requirements that are waived based on previous classes that students have taken which meet the requirement, including courses transferred from another institution. *A waived course does not mean a reduction in credit hours required, unless credits are transferrable to your CU Denver degree program. To apply for a transfer of credits in addition to a course waiver, you must submit a separate Request for Transfer of Credit form available from Advising Services and should consult with faculty regarding approval of transfer credits.*

**Course substitutions** refer to replacing a CU Denver course that is required for a degree with another CU Denver course or a course taken at another CU campus (Anschutz, Boulder, or Colorado Springs), generally because of a situation beyond the student's control.

All course waivers and/or substitutions must be approved by faculty. It is recommended that students request course waivers and/or substitutions and wait for approval BEFORE registering for an equivalent course. Courses approved for waiver and/or substitution must be passed with the minimum grade requirements of the students' academic program.

**To Student:** To request a course waiver and/or substitution, you must submit a Course Substitution and/or Waiver Form for each CU Denver course you wish to waive and/or substitute and provide all necessary documentation (syllabus, course description, transcript, etc.) to your faculty advisor for review. Your faculty advisor may require additional documentation. Faculty can approve or deny your request. Once the form is signed by your faculty advisor, the form must be submitted to Academic Services to be retained in your student file. If you have questions about course waiver and/or substitution approval or denial, please contact your faculty advisor directly.

**To Faculty Advisor:** When a student requests a course waiver and/or substitution, you should use the documentation (syllabus, course description, transcript, etc.) they provide to approve or deny the request. You may require the student to provide additional documentation to aid your decision. Use the Course Substitution and/or Waiver Form to document your approval or denial and return it to the student.

**If you have any questions about the process for requesting a course waiver and/or substitution, please contact an academic advisor or Academic Services at [academicservices@ucdenver.edu](mailto:academicservices@ucdenver.edu).**



**Course Substitution(s) and/or Waiver(s) Information**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Program \_\_\_\_\_ Degree \_\_\_\_\_

**USE THIS SECTION TO REQUEST A COURSE WAIVER**

CU Denver Course to Waive:

\_\_\_\_\_

Course #	Course Title	Credit Hours
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Replacement Course (If no credit has been transferred):

\_\_\_\_\_

Course #	Course Title	Credit Hours
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**USE THIS SECTION TO REQUEST A COURSE SUBSTITUTION**

CU Denver Required Course:

\_\_\_\_\_

Course #	Course Title	Credit Hours
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CU Denver Substitution Course:

\_\_\_\_\_

Course #	Course Title	Credit Hours
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I understand that if the above course is accepted as a waiver and/or substitution that it must be/have been completed with the minimum grade requirements of my program. I also understand that completing this form does NOT constitute a transfer of credit.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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The request to waive and/or substitute the above course is:

Approved  Denied - Reason for denial is: \_\_\_\_\_

\_\_\_\_\_

Faculty Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_